



CITY OF HOUSTON

Job Posting

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Applications accepted from:

All Persons Interested

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Job Classification

Ground Transportation Representative

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Posting Number

PN# 109231

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Department

Houston Airport System

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Division

Bush Intercontinental Airport

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Section

Ground Transportation

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Reporting Location

2800 N. Terminal Road

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Workdays & Hours

Shift work, including rotation, weekends, and holidays*

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Coordinate taxicabs and other ground transportation services. This includes posting and dispatching taxicabs; using two-way radios and telephones; using taxi Local Area Network computer system; using maps and directories; maintaining accurate records on all transactions; having the ability to deal with a diversified group of people; serving as a source of information for airport customers; dealing with taxicab drivers in some confrontational situations, monitoring taxicab drivers and other commercial transportation operators for adherence to City Ordinance and Airport Operating Instructions; collecting ground transportation revenue; and performing other duties as assigned

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WORKING CONDITIONS

Performing these duties will involve: standing and walking for extended periods; be able to lift up to twenty (20) pounds; operating city vehicles; dealing with people in tense situations who may become confrontational, applying specialized information; speaking and writing clearly and effectively; adjusting to critical and demanding work; visually observing and differentiating details; attending to details amid distractions; adjusting to interruptions and changes; and working as a member of the team. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearance.

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MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow oral and/or basic written instructions that might be acquired through nine (9) to eleven (11) years of formal schooling. No special knowledge of any subject area or technical field is required.

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MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of work experience

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES

High School Diploma or GED Certificate. Ability to communicate tactfully and effectively with employees, airport tenants and the public. Some knowledge of the usage of city/county maps and crisscross directories.

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SELECTION/SKILLS TEST REQUIRED

Application review and/or interview

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 8

\$ 793.00 - \$ 920.00 Biweekly

\$20,618.00 - \$23,920.00 Annually

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OPENING DATE

MARCH 1, 2006

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CLOSING DATE

OPEN UNTIL FILLED

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APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or, for advanced consideration, submit online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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